

NAVSTA NORVA INSTRUCTION 5726.1

Subj: COMMUNITY SERVICE PROGRAM

Ref: (a) NAVOP 33/92
(b) COMNAVBASE NORVA memo of 4 May 93

1. Purpose. To establish Naval Station Norfolk's community service organization and policy.

2. Background. Reference (a) announced a CNO initiative to expand commitment to the "Navy Community Service Program." What began in 1987 as the Navy Personal Excellence Partnership Program, now includes 17,000 Navy personnel. "The growth and success of partnership programs have revealed the depth, talent, energy, and intent of American sailors who would like to help others," said ADM F. B. Kelso, CNO.

3. Policy. Naval Station, Norfolk, enthusiastically supports partnership programs and individual community service programs as a vital part of Naval Station Norfolk's mission. With the exception of those positions established by this instruction, all community service programs will be supported by volunteers. Naval Station Norfolk's community service commitment includes:

a. Partnerships in Excellence

- (1) Adopt-A-School (NAVSTA, Brig, and TPU)
- (2) Adopt-A-Recreation Center (NAVSTA, TBA)
- (3) Adopt-A-Nursing Home (Brig)

b. One time events (such as Clean the Bay, Day of Caring, etc.)

c. "Sharing Thanksgiving"

d. Blood Donor Program

e. Other programs as time and resources permit.

4. Procedures

a. Personnel who desire to volunteer for any of the command-sponsored programs should submit a request chit to their department heads for approval. The volunteer period is normally for one year, and personnel who volunteer should be committed to the program. Once an individual is involved with the program, they are not required to continue if they determine it consumes too much time from their duties, or if they feel they are not suited for the program. Volunteering is, and will remain, voluntary.

b. Military personnel approved by their respective department head for participation in Naval Station, Norfolk's Community Service Programs are entitled to one half day per week away from their work space to participate in these voluntary efforts.

5. Recognition. As appropriate, personnel volunteering for participation in Community Service Programs may be afforded special recognition. As with superior performers in any primary or collateral duty, this may include comments on annual evaluations, individual awards, monetary awards, or any combination thereof. The most important reward, however, will be in the self-satisfaction of having helped others and of contributing to Naval Station Norfolk's mission.

6. Action

a. Community Service Coordinator. Provides overall coordination of all command-sponsored community service programs, acts as liaison officer with community officials, maintains data on community service programs, files reports IAW reference (b) for NAVSTA/Brig/TPU, files and ensures appropriate recognition for those involved in the programs.

b. Community Service Administrative Assistant. Maintains records of volunteer service, prepares reports and required documents to support the command sponsored community service programs, and assists with logistics requirements.

c. Department Heads. Facilitate departmental participation in Community Service Programs.

d. Specific Program Coordinators. Each Community Service Program will have a specific coordinator assigned on a collateral duty basis who manages the specific program. This individual reports to the Community Service Coordinator.

e. NAVSTA Administrative Officer. Maintains an up-to-date listing of coordinators in the collateral duty listing.

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